

# APPLICATION FORM

## CALIFORNIA READING AND LITERACY IMPROVEMENT AND PUBLIC LIBRARY CONSTRUCTION AND RENOVATION BOND ACT OF 2000 FUNDS

Administered by the California State Library, Office of Library Construction

The applicant local jurisdiction, pursuant to the Education Code, Title 1, Division 1, Part 11, Chapter 12, Articles 1-3, sections 19985-20011 and Title 5, Division 2, Chapter 3, sections 20430-20444 of the California Code of Regulations, hereby makes application for a state matching grant for the construction or remodeling of the public library facility described herein and in all supporting documents:

### APPLICATION FORM INSTRUCTIONS:

- ✦ Limit comments throughout the entire form to the space provided unless otherwise stated.
- ✦ Single space responses, limiting type size to no smaller than 11 points if using a computer, or 12 pitch (elite) if a typewriter is used.
- ✦ Attachments shall not be accepted unless required by regulation or called for in the application form.
- ✦ Applicants shall submit a completed Application Form and six additional copies of the form.

(See section 20440 for complete application submittal requirements)

### PROJECT IDENTIFICATION

1. Official Name of Project: > San Leandro Public Library - Manor Community Branch Library

2. Type of Applicant Jurisdiction: > (Check one only) City ☒ County ☐ City/County ☐ District ☐

3. Grant Applicant Name: > City of San Leandro

*Legal name of jurisdiction that will own building*

*(For multipurpose projects, list the legal name of the jurisdictions that will own the public library portion of the multipurpose building.)*

4. Authorized Official of the Applicant Jurisdiction: > Shelia Young

*Mayor, Chairperson of Board of Supervisors, Head of Special District, authorized to sign the application*

Title: > Mayor, City of San Leandro

Phone: > (510) 577-3942

E-mail: > syoung@ci.san-leandro.ca.us

Address: > City of San Leandro, 835 E. 14th Street, San Leandro, CA 94577

5. Project Coordinator: > Kenneth C. Joseph, P.E.

*Name of individual who will have administrative control over the project for the applicant local jurisdiction*

Title: > City Engineer

Phone: > (510) 577-3433

E-mail: > kjoseph@ci.san-leandro.ca.us

Address: > City of San Leandro, Engineering and Transportation Department

835 E. 14th Street, San Leandro, CA 94577

**6. Alternate Project Contact Person:** > Austine E. Osakwe, P.E.

*If the project coordinator is unavailable, the contact person shall be authorized to act in the capacity of the project coordinator.*

Title: > Associate Engineer

Phone: > (510) 577-3486

E-mail: > aosakwe@ci.san-leandro.ca.us

Address: > City of San Leandro, Engineering and Transportation Department

835 E. 14th Street, San Leandro, CA 94577

**7. Head of Planning Department:** > Hansom Hom

*(For the applicant jurisdiction, if applicable. Special Districts are exempt.)*

Title: > Community Development Director

Phone: > (510) 577-3350

E-mail: > hhom@ci.san-leandro.ca.us

Address: > City of San Leandro, Community Development Department

835 E. 14th Street, San Leandro, CA 94577

**8. Head of Public Works or General Services Department:** > Uche Udemezue

*If Applicable: Head of Public Works or General Services Department for the applicant jurisdiction. Special Districts are exempt.*

Title: > Director of Engineering and Transportation

Phone: > (510) 577-3402

E-mail: > uudemezue@ci.san-leandro.ca.us

Address: > City of San Leandro, Engineering and Transportation Department

835 E. 14th Street, San Leandro, CA 94577

**9. Operating Library Jurisdiction:** > San Leandro Public Library

*Legal name of library that will operate the public library*

**10. Library Director Name:** > David Bohne

*Public library director for the library jurisdiction that will operate the public library*

Title: > Library Services Director

Phone: > (510) 577-3940

E-mail: > dbohne@ci.san-leandro.ca.us

Address: > Main Library, 300 Estudillo Avenue, San Leandro, CA 94577

**11. Alternate Library Contact Person:** > Cindy Brown

*If the library director is unavailable, the contact person shall be authorized to act in the capacity of the library director.*

Title: > Support Services Manager

Phone: > (510) 577-3942

E-mail: > cbrown@ci.san-leandro.ca.us

Address: > Main Library, 300 Estudillo Avenue, San Leandro, CA 94577

**12. Library Building Program Consultant:** > Kathryn Page and Nancy Fong

*(If applicable)*

Title: > Kathryn Page: Consultant / Nancy Fong: Library Services Manager

Phone: > (415) 337-7272

E-mail: > Kathryn Page: kpage@ionix.net / Nancy Fong: nfong@ci.san-leandro.ca.us

Address: > Kathryn Page: Kathryn Page Associates, 354 Los Pamos Drive, San Francisco, CA 94127

Nancy Fong: Main Library, 300 Estudillo Avenue, San Leandro, CA 94577

(510) 577-3947

13. Technology Planning Consultant: > Peter McDonald  
*(If applicable)*

Title: > Principal Phone: > (415) 255-9140

E-mail: > peter@sfmta.com

Address: > Smith Fause McDonald  
351 8<sup>th</sup> Street, San Francisco, CA 94103

14. Project Architect: > Dawn Merkes License # > C 24206  
*Providing construction budget estimate and/or conceptual plans.*

Title: > Principal Phone: > (650) 871-0709 ext. 217

E-mail: > dmerkes@g4arch.com

Address: > Group 4 Architecture, Research + Planning, Inc.  
301 Linden Avenue, South San Francisco, CA 94080

15. Project Manager: > Austine E. Osakwe, P.E.  
*(If applicable)*

Title: > Associate Engineer Phone: > (510) 577-3486

E-mail: > aosakwe@ci.san-leandro.ca.us

Address: > City of San Leandro, Engineering and Transportation Department  
835 E. 14th Street, San Leandro, CA 94577

16. Construction Manager: > Austine E. Osakwe  
*(If applicable)*

Title: > Associate Engineer Phone: > 510) 577-3486

E-mail: > aosakwe@ci.san-leandro.ca.us

Address: > City of San Leandro, Engineering and Transportation Department  
835 E. 14th Street, San Leandro, CA 94577

17. Construction Cost Estimator: > David Cobb  
*(If applicable)*

Title: > Senior Estimator Phone: > (415) 981-1004

E-mail: > dcobb@dladamson.com

Address: > Davis Langdon Adamson  
170 Columbus Avenue, Suite 301, San Francisco, CA 94133

18. Hazardous Materials Consultant: > To be determined  
*(If applicable)*

Title: > \_\_\_\_\_ Phone: > \_\_\_\_\_

E-mail: > \_\_\_\_\_

Address: > \_\_\_\_\_

19. Project Interior Designer: > To be determined  
*(If applicable)*

Title: > \_\_\_\_\_ Phone: > \_\_\_\_\_

E-mail: > \_\_\_\_\_

Address: > \_\_\_\_\_

## TYPE OF PROJECT

### New Public Library Building

1. Construction of a New Public Library Building
2. Conversion of an Existing Building into a New Public Library Building
3. Conversion and Expansion of an Existing Building into a New Public Library

#### Gross Total Project Square Footage

> \_\_\_\_\_ 9,500 SF

> \_\_\_\_\_ 0 SF

> \_\_\_\_\_ 0 SF

(Include both new & remodeled square footage.)

Priority:

☒ First Priority "Joint Use"

☐ Co-Location Joint Use

☒ Joint Venture Joint Use

☒ Computer Center

☐ Shared Electronic/Telecommunications

☒ Family Literacy Center

☐ Subject Specialty Center

☒ Homework Center

☐ Career Center

☐ Other similar collaborative library services with direct benefit to K-12 students

Specify: > \_\_\_\_\_

☐ Second Priority "All Others"

#### Gross Square Footage

Remodeling: > \_\_\_\_\_ SF

Expansion: > \_\_\_\_\_ SF

### Existing Public Library Building

4. Remodeling an Existing Public Library Building
5. Remodeling and Expansion of an Existing Public Library Building

#### Gross Total Project Square Footage

> \_\_\_\_\_ 0 SF

> \_\_\_\_\_ 0 SF

(Include both new & remodeled square footage.)

#### Gross Square Footage

Remodeling: > \_\_\_\_\_ SF

Expansion: > \_\_\_\_\_ SF

☐ First Priority

A public library project in the attendance area of a public school that has inadequate infrastructure to support access to computers and other educational technology.

"Inadequate infrastructure" is defined as an incoming telecommunication connection to a school building of equal to or less than 512 thousand bits per second (512K bps).

Name of Public School: > \_\_\_\_\_

☐ Second Priority "All Others"

### Field Act Applicability (Joint use projects only)

6. Is the project subject to the Field Act?

> Yes ☒ No ☐

## Multipurpose Buildings (Multipurpose Building Projects Only)

Is the project a Multipurpose Building? > Yes ☐ No ☒

(A multipurpose building is a multi-occupant facility, part of which is a public library and part of which is used for other purposes.)

### Types of Multipurpose Building Uses & Square Footage Allocations

Space Use	SQ FT	%
1. Dedicated to Public Library Use <small>(Including Public Library / School Library Use, if Joint Use Project)</small>	> _____	SF %
		<small>Line 1 SF divided by (Line 1 SF + Line 3 SF)</small>
2. Dedicated to "Other" Uses	<u>SQ FT</u>	
A. Specify: > _____	_____	SF
B. Specify: > _____	_____	SF
C. Specify: > _____	_____	SF
D. Specify: > _____	_____	SF
E. Specify: > _____	_____	SF
F. Specify: > _____	_____	SF
G. Specify: > _____	_____	SF
H. Specify: > _____	_____	SF
3. Subtotal: Dedicated to "Other" Uses	> _____	SF %
	<small>Add Lines 2A SF thru 2H SF</small>	<small>Line 3 SF divided by (Line 1 SF + Line 3 SF)</small>
4. Common Areas <sup>1</sup>		
5. Subtotal: Total of Common Areas <sup>1</sup>	> _____	SF
		<small>Must equal Line 6 SF + Line 7 SF</small>
	<u>SQ FT</u>	
6. Public Library Pro Rata Share of Common Areas <sup>1</sup>	> _____	SF
	<small>Line 5 SF x % in Line 1</small>	
7. "Other" Uses Pro Rata Share of Common Areas <sup>1</sup>	> _____	SF
	<small>Line 5 SF x % in Line 3</small>	
8. TOTAL MULTIPURPOSE BUILDING SQUARE FOOTAGE	> _____	SF
		<small>Add Lines 1 SF, 3 SF, &amp; 5 SF</small>
9. SF ATTRIBUTABLE TO PUBLIC LIBRARY USE	> _____	SF
	<small>Line 1 SF + Line 6 SF</small>	

<sup>1</sup> "Common Areas" are those areas of a multi-occupant building that are shared by all occupants, such as lobbies, vestibules, mechanical rooms, restrooms, custodial areas, delivery, shipping and receiving areas, loading docks, kitchenettes, auditoriums, meeting rooms, conference rooms, and storage areas that are used by all parties of a multipurpose building.

# PROJECT PLANNING INFORMATION

## Population Growth

When providing the 1980, 2000, and 2020 population figures below, the applicant shall count only those residents:

- (a) Within the official boundaries of the applicant jurisdiction, and
- (b) Within the service area of the proposed project, but
- (c) Exclude all people living within the boundaries of other special district, county, or city public library service areas, for which there is no public library service contract with the applicant.

### All Projects:

1. **Public library project's service area 1980 population:** > 21,838
2. **Source:** > U.S. Census, 1980
3. **Population Percentage Change from 1980 to 2000:** > 29 %
4. **Public library project's service area 2000 population:** > 28,093
5. **Source:** > U.S. Census, 2000
6. **Population Percentage Change from 2000 to 2020:** > 5 %
7. **Public library project's service area 2020 population:** > 29,500
8. **Source:** > ABAG (Association of Bay Area Governments) - preliminary, final numbers available early July

### Joint Use Projects (Both Co-location & Joint Venture Projects):

9. **Project's public school attendance area(s) 1980 student population:** > 3,084
10. **Source:** > San Leandro and San Lorenzo School Districts, and individual schools in the service area.
11. **Population Percentage Change from 1980 to 2000:** > 52 %
12. **Project's public school attendance area(s) 2000 student population:** > 4,677
13. **Source:** > San Leandro and San Lorenzo School Districts, and individual schools in the service area
14. **Population Percentage Change from 2000 to 2020:** > 25 %
15. **Project's public school attendance area(s) 2020 student population:** > 5,862
16. **Source:** > San Leandro and San Lorenzo School Districts, and individual schools in the service area

## Existing Library Facility Square Footage

### Existing Public Library:

1. The current gross square footage of the existing public library(s) being replaced is: > 2,100 SF  
*If no existing public library facility, enter "0."*

### Existing School Library: (Co-located Projects Only)

2. The current gross square footage of the existing school library(s) being replaced is: > 0 SF  
*If no existing school library facility, enter "0."*

## Library Facilities Master Plan

Describe the relationship of the proposed project to other existing or planned library facilities for the jurisdiction.

The San Leandro Public Library system includes a Main Library and three branch libraries (the Manor Branch, the Mulford-Marina Branch and the South Branch). In 2001, the City of San Leandro launched an extensive process to develop a Library Master Plan, which was completed earlier this year. The Master Plan identifies the long-range needs of San Leandro's citizens for library services and provides a blueprint for the replacement of each of the City's three branches and the construction of a fourth branch.

This application for Proposition 14 funds will enable San Leandro to build a new facility on City-owned property adjacent to the existing Manor Community Branch Library. The existing buildings on the site, which are deteriorating and not designed for library services, will be demolished. The Manor Branch is located in the densely-populated Washington Manor neighborhood and is struggling to meet the needs of the growing community. The branch facility is actually a 2,100 square foot converted house (duplex) built in 1952. Serving over 28,000 residents, the Manor Branch has the largest service area in the City. As such, the new facility will be the largest branch library, nearly double the size of the planned future replacements for the Marina-Mulford and South Branches.

Programming is similar across the Main Library and its branches, although branch programs vary according to the characteristics of the community served. The Main Library functions as the educational and cultural hub of the City's approximately 80,000 residents, providing a full range of reference and research services, access to a wide range of books and non-print materials, and major city-wide programming and special events. Branches are designed to act as "neighborhood civic places" for residents to meet, interact and learn about community services. Each branch provides the neighborhood it serves with specific materials and resources that respond to the needs of the residents. Library services are coordinated throughout the system using a management team approach that ensures regular meetings and collaboration between Main Library and branch staff. While staff are trained to work at any library branch, each branch has its own permanent staff that ensures quality services, commitment to the neighborhood, and a strong presence in the community. Local businesses, homeowner associations, and schools are active community partners with the library system, participating in events and providing financial and in-kind support for programs and activities at each library.

The Manor Community Branch Library is the most geographically isolated and furthest away from the Main Library. Many branch patrons do not use the Main Library due to these factors. With over 18,000 volumes, the Manor Community Branch Library houses the largest branch collection. Because the Manor Branch serves six public schools and three private schools - more schools than any other City library - the branch is designed to offer books and materials for children and young adults, including school curriculum materials. For the diverse adult population, the Manor Branch provides a wide range of popular reading, self-help, and foreign language collections.

The Manor Branch replacement project is the most urgent project in the Library Master Plan - and the most ambitious. This priority was determined by the dramatic population growth in the service area over the past two decades, a 29% increase. Also, the needs of the area's increasingly diverse residents are changing rapidly. The new facility will increase the size of the branch by four times and increase overall library space in the City by 9%. Because construction of the Manor Branch will occur on adjacent land, existing library services will not be disrupted.

The San Leandro Public Library is seeking Proposition 14 funds to address the critical needs of the City's largest branch library. A new, larger Manor Branch will enable the library to provide high-quality services and state-of-the-art technology to over one-third of San Leandro's residents and will strengthen local partnerships with schools and the community.

## Age of the Existing Library Facility

See Definition of "Existing Public Library," section 20430.

### All Projects

1. When was the existing public library building(s) that will be replaced or improved built? > 1952 Year  
*If no existing public library facility, enter "N / A"*

*If proposed project will replace more than one building, list the oldest of the buildings.*

### Co-Located Joint Use Projects Only

In addition to the information listed above:

2. When was the existing school library building(s) that will be replaced or improved built? > N/A Year  
*If no existing school library facility, enter "N / A"*

*If proposed project will replace more than one building, list the oldest of the buildings.*

## Condition of the Existing Library Facility

See Definition of "Existing Public Library," section 20430.

### All Projects

3. When was the most recent structural<sup>1</sup> renovation or expansion of the existing public library building(s) that is to be replaced or improved by the proposed project? > N/A Year  
*If no existing public library facility, enter "N / A"*

*If proposed project will replace more than one building, list the oldest of the buildings.*

### Co-Located Projects Only

In addition to the information listed above:

4. When was the most recent structural<sup>1</sup> renovation or expansion of the existing school library building(s) that is to be replaced or improved by the proposed project? > N/A Year  
*If no existing school library facility, enter "N / A"*

*If proposed project will replace more than one building, list the oldest of the buildings.*

<sup>1</sup> Pertaining to the load bearing elements of the building



# SITE INFORMATION

## Ownership and Availability

### Site

1. Is the library site currently owned by the applicant? Yes ☒ No ☐
2. Will the library site be owned by the applicant? Yes ☒ No ☐
3. Will the library site be leased by the applicant? Yes ☐ No ☒
4. If the library site will be leased, provide the name of the owner: > n/a
5. Was the site acquired with funds from the "Class Size Reduction Kindergarten-University Public Education Facilities Bond Act of 1998"? Yes ☐ No ☒  
[See Education Code section 19995 (c)]
6. Is the site currently dedicated to the operation of a public library? Yes ☒ No ☐

### Building (For Conversion Projects Only)

7. Is the building to be converted currently owned by the applicant? Yes ☐ No ☐
8. Will the building be owned by the applicant? Yes ☐ No ☐

## Title Considerations

### Site

9. Are there any exceptions to marketable record title? Yes ☒ No ☐

### Building (For Conversion Projects Only)

10. Are there any exceptions to marketable record title? Yes ☐ No ☐

## Appraisal

(No appraisal is required if the value of the land or building will not be claimed as an eligible project cost or a local matching fund credit.)

### Site

11. What is the appraised value of the library site? > \$ 930,000  
(or library portion of site, if multipurpose project)

12. Does the appraiser have a State Certified General Real Estate Appraiser's License? Yes ☒ No ☐

### Building (For Conversion Projects Only)

13. What is the appraised value of the building? > \$ \_\_\_\_\_  
(or library portion of building, if multipurpose project)

14. Does the appraiser have a State Certified General Real Estate Appraiser's License? Yes ☐ No ☐

## Site Use Potential

### Accessibility

Describe the accessibility of the proposed site for the residents in the library service area:

#### Equal Access

Discuss the site's accessibility to all parts of the library service area and its location in relationship to the geographic center of the library service area. Discuss any natural and artificial barriers that may impede access to the site.

The Manor Branch is located in the highly populated and growing Washington Manor neighborhood. It has the largest neighborhood branch service area in the City with 28,093 residents. The service area consists of the area southwest of the I-880 freeway and east of the Union Pacific Railroad line. The library is bounded to the east and south by a vibrant neighborhood commercial district, and to the west and north by residential areas. There are no natural or artificial boundaries to impede access to the branch by patrons in the library's service area. The branch is centrally-located, near a neighborhood commercial center, banks, and small retail stores. The population is evenly distributed throughout the service area, mainly living in single-family homes.

The neighborhood's isolation makes the branch even more important to its residents. The I-880 freeway separates the neighborhood from the rest of the City. Limited street access between the service area and the rest of the City makes it difficult for residents to travel outside of the area. Many branch patrons do not use the Main Library due to these geographic barriers and consider the Manor Branch their primary library.

The branch location provides easy access by foot or bicycle as well as public transit, especially important to children and seniors. Centrally-located to the surrounding schools, the Manor Branch is within walking distance to six public and three private schools. Two residential developments in the service area house seniors. Surveys conducted during the needs assessment process indicate almost half of the patrons walk to the library. The surveys also indicate that over half of the branch patrons do not use libraries other than the Manor Branch, further evidence that the branch location offers access to the majority of residents in the service area.

The branch is located on Manor Boulevard, a major east/west thoroughfare, and within 300 feet of Farnsworth Street, a major north/south thoroughfare. The facility is easily accessible from anywhere in the service area.

#### Public Transit Access

☛ Number of public transit stops located within ¼ mile of site: > 2

If public transit is available in the library service area, describe the various public transit access opportunities for the site. If no public transit is available in the library service area, enter "No Public Transit Service."

Public transit provides residents with easy access to the library. Two Alameda County (AC) Transit bus shelters are located within 300 feet of the facility, just off the intersection of Manor Boulevard and Farnsworth Street, major neighborhood thoroughfares. The branch is serviced by three bus lines (84, 36X, and SA) with 30 minute headways. Together, the buses on these three lines make 73 trips each day and bring 2,258 passengers past Manor/Farnsworth. The AC Transit network provides excellent transportation for residents to the Manor Community Branch Library as it connects to the service area by way of multiple stops located within its boundaries. The buses also connect the service area to regional Bay Area Rapid Transit (BART) lines.

The City, AC Transit, BART and East Bay Paratransit all provide public transportation to the elderly and disabled in the community. These special services are provided to ensure that residents with limited mobility have a means to access various public services, including library services. In the past, access to the Manor Community Branch Library was not included in this service due to the restricted disability access available at the small existing facility. The new library will be ADA compliant and therefore more suited to this public transportation service.

## Pedestrian & Bicycle Access

Describe other access opportunities such as pedestrian walkways and bicycle paths. Discuss plans for amount and location of bicycle parking, including local ordinance requirements.

Needs assessment surveys and interviews conducted in 2001 revealed that nearly half of adult patrons walk or bicycle to the library. Further, most students from the surrounding six public schools and three private schools routinely walk to the Manor Branch either from school or their homes. More than half of the patrons who walked or bicycled to their branch libraries did not use other libraries. This clearly indicates that pedestrian and bicycle access to the Manor Branch has been established and is well-utilized.

The City of San Leandro Bicycle Master Plan identifies both Farnsworth Street and Manor Boulevard as Class III bicycle routes. Both are utilized by bicyclists to access the Manor Community Branch Library. Bicycle parking has been incorporated into the conceptual plan for the new branch and will be located on the west side of the proposed building. Three bike racks for approximately 18 bicycles will be provided, based upon projected demand. Bike racks will be screened from the main parking lot with shrubs but visible to the interior of the building for enhanced security.

As the Manor Branch is located in a residential neighborhood, most library patrons come from their homes or from their activities in the corner shopping area. Sidewalk access is extremely easy due to the residential nature of the area; sidewalks are located directly adjacent to the Manor Branch and throughout the service area. Patrons will enter the new library from the main west entrance and, during children's programs, the north pedestrian path entrance.

## Automobile Access

Describe the site's accessibility by automobile for residents of the library service area. Take into consideration traffic, traffic systems, and availability of curb cuts.

The Manor Community Branch Library is easily accessible by automobile from anywhere within the service area. The branch is centrally-located in the Washington Manor neighborhood, in the heart of the service area. It is also located within 300 feet of the major neighborhood intersection of Manor Boulevard and Farnsworth Street. Manor Boulevard is a major east/west axis, and Farnsworth Street spans the service area in a north/south direction. Traffic on these two streets is moderate during peak commute times, and patrons of the library seldom experience delays in accessing the branch during most time periods of the day or night. Traffic systems are adequate to ensure good vehicle flow. Two other major intersections in the area, Lewelling/Farnsworth and Manor/Wicks, serve as stop points along commuter routes through the neighborhood and also serve as routes to the Manor Branch.

The existing library has a driveway that is insufficient, with staff parking for only two vehicles. The proposed library will have multiple curb cuts and an adequate parking lot with 32 parking spaces. The current facility does not provide for passenger drop-off or visitor parking; the new library will provide a passenger drop-off area immediately adjacent to the library entry. This area will be convenient for patrons with health issues, patrons returning books to the exterior book drop, families with children, and others who require quick and easy access to the facility. Disabled parking stalls will be located closest to the main entrance. Street parking will remain the same, with approximately 30 parking spaces within 500 feet of the building.

## Proximity to Major Thoroughfares

List the major arterial routes in the library service area with the most recent traffic counts (number of vehicles per day):

<u>Street Name</u>	<u>Number of Blocks from Site</u>	<u>Traffic Count</u>	<u>Count Date</u>
1. > Manor Blvd. @ Farnsworth St.	0	6,850	10/15/01
2. > Manor Blvd. @ Wicks Blvd	6	12,143	04/22/02
3. > Lewelling Blvd. @ Farnsworth St.	7	17,746	04/22/02
4. >			

### **Library Automobile Parking**

1. Number of library parking spaces available off street, on library site: .....> 32 spaces
2. Number of library parking spaces available off street, off library site: .....> 0 spaces  
(within 500 feet of front door)
3. Number of parking spaces available on street: .....> 30 spaces  
(within 500 feet of front door)
4. Total Number of Spaces Available for Library Parking: .....> 62 spaces

### **Zoning Requirements**

5. Number of on-site library parking spaces required by local zoning: .....> 32 spaces
6. Was a zoning variance or waiver obtained for the project for parking? .....> Yes ☐ No ☒
7. If so, by how many spaces were the parking requirements reduced? .....> 0 spaces
8. Provide number of square feet per parking space as required by local zoning: .....> 300 SF
9. If no local zoning requirement, provide the average number of square feet per parking space used in the project calculations: .....> SF

### **Automobile Parking to Building Square Footage Ratio**

10. Calculate: 
$$\frac{\text{\# of Square Feet of Parking}}{\text{\# of Square Feet of Building}} = \frac{10,200 \text{ SF}}{9,500 \text{ SF}} = > 1.07 \text{ SF of Parking/1SF of Building}$$

Example: 
$$\frac{\text{\# of Square Feet of Parking}}{\text{\# of Square Feet of Building}} = \frac{15,000 \text{ SF}}{10,000 \text{ SF}} = 1.5 \text{ SF of Parking / 1 SF of Building}$$

### **Library Bicycle Parking**

11. Total Number of Spaces Available for on-site Library Bicycle Parking .....> 18 spaces

## ***Parking Rationale***

Describe the rationale behind the amount of parking that will be available for the project, including: (1) the location of the automobile parking (on-site or off-site), both within and beyond 500 feet of the library entrance; (2) local zoning requirements; (3) the availability of public transportation; (4) bicycle parking and bicycle and pedestrian paths; and (5) any other considerations impacting automobile parking requirements including, but not limited to, parking partnerships with shared use agreements.

The existing Manor Community Branch Library has no dedicated public parking. The only staff parking is the two-car driveway that is a legacy of the building's status as a converted duplex. The new library facility will have 32 on-site parking spaces located on the west side of the site, immediately adjacent to the building. Local zoning requirements specify one parking space per 300 square feet of building, which is the guideline used to determine the number of parking spaces in this design. In addition, 30 parking spaces within 500 feet are currently available for off-site parking and will continue to be available.

An important factor in the parking design is the mitigating factors of alternate modes of transportation used by library patrons. According to patron surveys and interviews conducted by the City as part of the needs assessment process, nearly half of the patrons of the Manor Branch walk to the library. Pedestrian access to the library is an easy walk from the parking lot. Pedestrians can also access the library by a path that leads directly from the sidewalk in front of the library to the main entrance. A secondary pedestrian path and north entrance is accessible during children's programs.

The City's Bicycle Master Plan identifies both Farnsworth Street and Manor Boulevard as Class III bicycle routes. Both are utilized by bicyclists to access the Manor Branch. Parking for 18 bicycles is located on the west side of the building in the main entry plaza area. Pedestrian and bicycle paths are adequate to provide an alternative to the use of an automobile - a justification for not exceeding the locally-required number of parking spaces at the new library facility. Furthermore, Alameda County Transit bus service is available within 300 feet of the proposed facility, providing access to the facility from multiple bus stops located throughout the service area.

The commercial establishments located near the library all have sufficient dedicated on-site parking to meet their needs; therefore, library patrons will be able to use off-site parking located along Manor Boulevard. In addition, peak hours for the library (after school hours) are generally different from the retail establishments located in the neighborhood.

## ***Visibility***

Describe how visible and prominent the public library building will be within the library service area.

The Manor Community Branch Library is located in the center of the Washington Manor neighborhood. The library site is adjacent to the intersection of two collector streets, making the library visible to community residents as they enter or leave the community. The site is also part of a neighborhood commercial center consisting of a grocery store, bank, dry cleaner's shop, restaurants, and convenience store. The proximity of these services provides local residents a convenient "one-stop" location to meet everyday needs.

The new branch library's distinctive design will ensure that the facility is the architectural centerpiece of the Washington Manor neighborhood. The design of the Manor Branch uses elements which will be in common with the renovation of the other branch libraries, drawing from a thematic design palette that distinctively identifies branch libraries as civic gathering places.

While the site will be clearly marked with a sign outside the main entrance, the building itself will be identified as a library because of its very transparent façade. Passersby will see people doing "library" activities inside. Visibly located from the sidewalk, at the building entry, will be formal seating areas, portions of the adult collection, and a large periodical reading room.

## ***Community Context & Planning***

Describe the proximity of the proposed site to other facilities and areas of the community, and how that proximity enhances the use of the library by the residents in the library service area. Describe the appropriateness of the proposed site including whether the proposed library project will contribute to the establishment, redevelopment, or revitalization of a community or downtown core, business district, or neighborhood. Describe how the proposed library is connected to other uses, including public use facilities, by a full range of transportation and pedestrian options.

The Manor Community Branch Library is centrally-located in the Washington Manor neighborhood, at a commercial and residential crossroads for the area. The new facility will be readily accessible by foot, by car, or by public transportation.

The Marina Community Center is within a mile of the library. General interest educational and recreational programs at the Community Center complement the proposed programming at the Manor Branch, including a family literacy program, homework center, and computer "eLearning" center in partnership with the San Lorenzo and San Leandro Unified School Districts. The proximity of these two civic gathering places, with the addition of a multipurpose program room at the branch library, will help to revitalize the area as a neighborhood center of activity.

The Manor/Farnsworth intersection is also the location of previous and proposed economic development efforts in the area. The Washington Manor Shopping Center consists of three corner commercial areas. Small retail businesses provide for daily living needs of the neighborhood, including groceries, sundries, and dining. Recognizing the Center as a key shopping area, the City of San Leandro has invested \$250,000 in lighting, landscaping, intersection improvements, and shopping center signs. The City is partnering with local businesses to invest another \$500,000 in improved store façades, parking lots, exterior painting, and possibly additional lighting and landscaping. Common design elements and color schemes in these improvements will visually connect the shopping areas. The Manor Community Branch Library is envisioned as a fourth anchor in this neighborhood improvement project. Street lighting and design elements will extend down the block to "tie in" the library with the corner shopping area. This will increase the ability of local residents to combine shopping, running errands, and accomplishing other daily living activities in the shopping area with library patronage.

## ***Site Selection Process***

Describe the site selection process including community and planning department involvement, consultant assistance, as well as any other pertinent activities associated with determining the best site for the library project.

The San Leandro Public Library engaged in a six month community-based planning project with the assistance of Group 4 Architecture, Research and Planning. The Library sought input from nearly 200 library patrons, staff, students, school personnel, residents, and community leaders. This extensive public outreach process included patron surveys, focus groups, public workshops, face-to-face interviews, and mapping analysis of library use patterns throughout the library system. One hundred percent of survey respondents who use the Manor Branch agreed that the library is in a good location. The methodology for these activities is described in detail in the attached Needs Assessment.

The site selection process also included review by the Library Historical Commission of all library branches and their proposed sites. The City selected several sites as potential branch locations based on availability of land and access in the neighborhood. The Commission rated potential sites based on eight criteria, including site capacity, location, visibility, cost/availability, partnerships, aesthetics, community perception/interest, and library service goals. The Commission's independent evaluation confirmed community sentiment that the Manor Community Branch Library is well-located and that the best option is to expand the current library site.

## Site Selection Summary

Describe why the proposed site was selected and why it is the best available location for the proposed public library project. If there are problems with the proposed site, are there mitigating circumstances that lessen the negative impact of the problem or problems? Describe any proposed design solutions that may moderate the site's drawbacks.

The Manor Community Branch Library was created in the 1960s as part of a City-wide effort to establish a system of branch libraries. The location of each branch library was determined by a Library Study that examined library service needs, population growth and density, and proximity to other neighborhood uses. Based on these factors, the location at the corner of Manor Boulevard and Farnsworth Street was selected as the best site for the Manor Branch. Although the study recommended that a 8,000-10,000 square foot building was needed - at a time when the population in the service area was significantly less than it is today - the branch was established in a 2,100 square foot converted duplex. This facility has provided library services to the residents of the Washington Manor neighborhood for the past forty years.

In 2001, as part of the development of a new Library Master Plan, the City of San Leandro conducted a study of possible locations for branch replacements. The proposed site for the Manor Branch is a combination of the existing site and an adjacent parcel of land. The new site will be able to accommodate the approximately 9,000 square foot civic building and required parking needed to effectively serve the area residents and projected population growth through the year 2020. This decision was based on study findings confirming that the existing location is convenient to the neighborhood's major retail center, schools, housing, and various modes of transportation (e.g. public transit, pedestrian, and bicycle). Extensive community input during the Master Plan process included patron surveys, focus groups, and interviews. One hundred percent of survey respondents that use the Manor Branch agreed that the library is in a good location.

While the City of San Leandro purchased the parcel of land adjacent to the existing library in 1998, the City did so with the intention of using the parcel for any number of local economic development activities, possibly as part of the corner shopping area. The City's purchase did not pre-determine the new branch library location. To determine the site for the new Manor Community Branch Library, the City also considered other City-owned sites, as well as sites that were not currently owned by the City, including a site adjacent on the opposite side of the existing library, a site at the corner of Manor and Farnsworth, and a site in a neighborhood park. The Library Historical Commission rated potential sites based on eight criteria, including site capacity, location, visibility, cost/availability, partnerships, aesthetics, community perception/interest, and library service goals. The Commission's independent evaluation confirmed community sentiment that the Manor Community Branch Library is well-located and the best option is to expand the current library site. The new library's familiar location will help to ensure that the branch remains well-known to the community. (The yearly Open House alone draws 500-600 visitors on a single day.)

According to the City's General Plan, no significant land use changes are anticipated during the next 15 years in the Washington Manor area that would interfere with the proposed site's use for a dedicated library facility. The shopping area at Manor and Farnsworth, according to the General Plan, "has the potential to be a more vibrant neighborhood center and community focal point" and is identified for local economic development efforts. The library site serves as an anchor in the City's plans to develop this neighborhood intersection. The combination of convenient retail and library services near one another will encourage residents to combine shopping, errands, and daily living activities with a visit to the library. The City anticipates using local development funds to enhance the visual "tie in" between the retail center and the nearby branch library. Within a mile of the library is the Marina Community Center with its complementary general interest education and recreation activities. The proximity of both facilities helps to create an atmosphere of civic gathering places in central Washington Manor.

As a gathering place for students, the Manor Branch already serves the largest number of schools of any service area in the City: six public schools and three private schools. New residential developments in recent years, including Heron Bay and Marina Vista, are drawing a growing number of families with children to the service area. The library is well-located to maximize the number of students involved in the proposed joint use projects with the two local school districts, including a homework center, family literacy program, and computer "eLearning" center. In addition, a number of seniors who visit the library during mid-day come from the surrounding neighborhood, in which there are two senior-oriented residential developments. The location and design of the site is accessible to both students and seniors, who may more often rely upon walking, drop-off (at the new five-minute parking zone), and public transportation. Paratransit services will lead directly to the new, fully-accessible Manor Branch.

There are no anticipated drawbacks to the location of the site.

## Site Description

### Size

The total square footage of the library site should equal the square footage shown in 1 through 8 below:

<u>All Projects</u> (Except Multipurpose Buildings)		<u>Square Footage</u>
1. Proposed Library Building Footprint <sup>1</sup>	>	9,500 SF
2. Proposed Library Surface Parking Lot	>	10,200 SF
3. Proposed Library Parking Structure Footprint <sup>1</sup>	>	0 SF
4. Future Library Building Expansion Footprint <sup>1</sup>	>	0 SF
5. Future Library Parking Expansion	>	0 SF
6. Required Local Zoning Set-Backs	>	7,325 SF
7. Desired Aesthetic Set-Backs & Amenities	>	1,535 SF
8. Miscellaneous & Unusable Space	>	0 SF
9. Total Square Footage of Library Project Site	>	28,560 SF
10. Proposed Under-Building Parking	>	0 SF

<sup>1</sup> "Footprint" means the square footage of surface area of the site that a building or structure occupies. For example, a single story 10,000 square foot building would have a 10,000 square foot footprint, but a two-story 10,000 square foot building with 5,000 square feet on each level would have a footprint of 5,000 square feet.

### Multipurpose Building Projects Only

		<u>A</u> Library <sup>2</sup> Dedicated SQ FT	<u>B</u> Library Portion of Common SQ FT	<u>C</u> Other <sup>3</sup> Common SQ FT	<u>D</u> Other <sup>3</sup> Dedicated SQ FT
1. Proposed Building	>	_____	_____	_____	_____
2. Proposed Surface Parking Lot	>	_____	_____	_____	_____
3. Proposed Parking Structure	>	_____	_____	_____	_____
4. Future Building Expansion	>	_____	_____	_____	_____
5. Future Parking Expansion	>	_____	_____	_____	_____
6. Required Local Zoning Set-Backs	>	_____	_____	_____	_____
7. Desired Aesthetic Set-Backs & Amenities	>	_____	_____	_____	_____
8. Miscellaneous & Unusable Space	>	_____	_____	_____	_____
9. Total Square Footage of Multipurpose Project Site	>	_____	_____	_____	_____
10. Proposed Under-Building Parking	>	_____	_____	_____	_____

<sup>2</sup> Library means that portion of the project that provides space for the delivery and support of public library direct services, including joint use school library services (co-location or joint venture).

<sup>3</sup> "Other" uses means any other space that does not provide for the delivery and support of public library direct services.



## Zoning

### Classification

1. What is the current zoning classification of the site? > Professional

2. Will the site have to be rezoned to build the project? Yes ☐ No ☒

### Variance or Waiver

3. Will a zoning variance or waiver be needed to build the project? Yes ☒ No ☐

4. If so, list the date the variance or waiver has been or will be granted? > 05/02/02  
(Date)

## Permits & Fees

### Permit & Fees Identification

Provide a list of any site permits or fees that have been or will need to be obtained:

<u>Permit or Fee</u>	<u>Cost of Permit or Fee</u>	<u>Date Obtained or will be Obtained</u>
5. >Building Permit	\$ 23,449	July 2003
6. >Plumbing and Mechanical Permit	\$ 509	July 2003
7. >Electrical Permit	\$ 546	July 2003
8. >Demolition Permit	\$ 1,500	July 2003

## Drainage

9. Is the site in the 100-Year Flood Plain? Yes ☐ No ☒

10. Do any watercourses that require control drain onto the site? Yes ☐ No ☒

11. Do any watercourses that require control drain off the site? Yes ☐ No ☒

12. Is the storm sewer system currently adequate to prevent localized flooding of the site? Yes ☒ No ☐

Describe any necessary mitigation measures regarding drainage.

There are no mitigating measures regarding drainage.

## **California Environmental Quality Act (CEQA)**

### **CEQA Litigation**

Are there any unresolved legal actions pending against the project regarding CEQA compliance? If so, provide the case name, court number, and a brief explanation.

There are no unresolved legal actions pending against the project regarding CEQA compliance. See Attachment 1 for completed CEQA documentation.

### **Energy Conservation**

Describe what measures (including building design, solar orientation, materials, mechanical systems, natural ambient lighting, etc.) are planned to reduce energy consumption and operating costs for the library.

The Manor Community Branch Library will gain operational efficiencies in three main ways: daylight harvesting, efficient mechanical system design, and effective staff spaces. The library will also use drought-resistant landscaping to conserve water.

**Daylight harvesting:** To maximize a daylighting approach, a building must actively gather the available daylight. This active approach, called daylight harvesting, will reduce energy consumption by the lighting system in the Manor Branch by 20 to 30 percent compared to Title 24 requirements. The orientation of the project site will support daylight harvesting with a broad north face. The roof will open to the north, allowing visual access to the soft, indirect light deep within the building. When enough daylight is present to light the space, automatic dimmers will reduce or turn off the electric lighting. The stronger, more direct daylight on the south face of the building is controlled using an exterior sunscreen system that will permit library users to view the sky while limiting the amount of daylight entering the building.

**Efficient mechanical system design:** The schematic design for the Manor Branch proposes two basic approaches to cooling. The first option is a radiant cooling system that circulates cool water through the floor slab to remove heat build-up. Because this system cools the space that people occupy and operates at a lower temperature than conventional forced air systems, it can reduce cooling energy consumption by 30 to 40 percent compared to Title 24 requirements. The second option is a conventional forced air system with an additional pre-cooling package that will reduce energy consumption by 20 percent, compared to Title 24 requirements. Both systems will utilize "house fans" that circulate outside air for cooling on the days where the ambient temperature permits.

**Effective staff spaces:** Human energy is conserved in the Manor Branch with the layout of the staff workroom. Both the exterior and interior book drops bring returned materials directly to the check-in station already pre-sorted. This configuration minimizes the number of times each piece of material is handled by staff, allowing them to spend less time on material management and more time assisting patrons.

## Historic Buildings

### Historic Status

1. Was the existing building, if it is being renovated or expanded as part of the project, or any buildings on adjacent properties, built longer than 50 years ago?

Yes ☐

No ☒

Is the existing library building project, or any buildings on adjacent properties:

2. On the National Register of Historic Places?

Yes ☐

No ☒

3. A National Historic Landmark?

Yes ☐

No ☒

4. A National Monument?

Yes ☐

No ☒

5. On County or Municipal Historic Designation list?

Yes ☐

No ☒

6. On the California Register of Historical Resources list?

Yes ☐

No ☒

7. A California Historical Landmark?

Yes ☐

No ☒

8. A State Point of Historical Interest?

Yes ☐

No ☒

### Federal Compliance

9. Will this project utilize Federal funds or require a permit or license from a Federal Agency? Yes ☐ No ☒

10. If yes, has the review process required by section 106 of the National Historic Preservation Act been completed?

Yes ☐

No ☐

If not, please explain.

n/a

**State Historic Preservation Office (SHPO)**

1. Has the State Historic Preservation Office been contacted regarding the project?

Yes ☐

No ☒

If yes, summarize any comments received from SHPO. Does the project meet the Secretary of the Interior's Standards for the Treatment of Historic Properties? Please explain.

n/a - The State Historic Office has not been contacted because this is not a Historic Property.

**Local Historic Preservation Ordinance**

2. Is there a local historic preservation ordinance that applies to the proposed project site or any adjacent properties?

Yes ☐

No ☒

If yes, briefly specify any applicable requirements or restrictions, such as height limits, etc. Further, describe any ways that the proposed project's conceptual design plans are not substantially in compliance with the local historic preservation ordinance.

n/a

## Geotechnical Report

Identify and summarize any special geologic conditions, including, but not limited to, compressible and expansive soils, tunnels and mine shafts, unstable slopes, active seismic zones, excessive ground water and areas prone to liquefaction. Indicate if these conditions will prevent the use or significantly increase the cost of developing the site for a public library building.

A geotechnical report was prepared in April 2002 by a qualified consultant, Kleinfelder, Inc., to describe the subgrade conditions of the project site and evaluate any geologic or seismic hazards. The investigation consisted of field exploration, laboratory testing, engineering analysis, and design recommendations.

The report concluded that the site is suitable for the planned library as there were no unusual geologic hazards found. The main engineering concern is the presence of moderately to highly expansive soils which are commonly found in the San Francisco Bay Area and can be mitigated through conventional design and construction methods. These soils are prone to shrink or swell due to changes in moisture content which, if not mitigated, could cause unacceptable levels of settlement beneath a structure. To mitigate this soil condition, the report recommended the slight deepening of foundations, importing of non-expansive engineered fill or lime treatment of these soils beneath the building, as well as insuring that surface water is drained away from the building.

According to information provided by Kleinfelder, Inc., the site is not located within an Alquist-Priolo Earthquake Fault Zone, where special studies addressing the potential for surface fault rupture are required. The closest fault considered capable of rupture is the Hayward fault, located approximately 4 kilometers east of the site. There are no particular seismic hazards at the site other than the potential for strong ground shaking, which is typical in the San Francisco Bay Area.

There are no geologic hazards such as unstable slopes, excessive groundwater, tunnels, shafts, or areas prone to liquefaction.

## Demolition

Describe any necessary demolition of structures and the associated costs involved with the site.

(If no demolition, indicate by "N/A")

<u>Structure(s) to be Demolished</u>	<u>Demolition Cost Estimate</u>
1. > Old library and parking	\$ 24,581
2. > Professional office building and parking lot	\$ 52,022
3. >	\$
4. >	\$
5. >	\$
6. >	\$
<b>Total Demolition:</b>	<b>&gt; \$ 76,603</b>

## Utilities

Describe availability of utilities and associated costs if any utilities are not currently located within 100 feet of a property line of the site.

<u>Utility</u>	<u>Availability</u>	<u>Cost to bring Service to Site (Ineligible)</u>
1. Electricity	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	> \$ 0
2. Fiber Optic Cable	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	> \$ 0
3. Telephone	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	> \$ 0
4. Gas	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	> \$ 0
5. Cable TV	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	> \$ 0
6. Storm Sewer	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	> \$ 0
7. Sanitary Sewer	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	> \$ 0
8. Water	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	> \$ 0

## Site Development

(All off-site costs beyond 100 foot utility tie-ins are local ineligible expenses, but shall be identified and included in the budget estimate under ineligible site development costs.)

<u>Site Development Costs</u>	<u>Eligible</u>	<u>Ineligible</u>
1. Utilities .....	> \$ 64,950	\$
2. Cut, Fill & Rough Grading .....	> \$ 9,822	\$
3. Special Foundation Support (pilings, etc.).....	> \$ 0	\$
4. Paving, curbs, gutters & sidewalks .....	> \$ 98,184	\$
5. Retaining Walls .....	> \$ 0	\$
6. Landscaping .....	> \$ 33,476	\$
7. Signage .....	> \$ 27,500	\$
8. Lighting .....	> \$ 32,824	\$
9. Removal of underground tanks .....	> \$ 0	\$
10. Removal of toxic materials .....	> \$ 0	\$
11. Rock removal .....	> \$ 0	\$
12. Traffic signals .....	> \$ 0	\$
Other (Specify):		
13. Drainage .....	> \$ 7,221	\$
14. Masonry fence, electrical enclosure, and bike racks .....	> \$ 154,151	\$
15. TOTAL SITE DEVELOPMENT COSTS: .....	> \$ 431,318	\$

# FINANCIAL INFORMATION

## Normal Public Construction Costs in the Applicant's Area

For projects with new construction only (i.e., constructing a totally new library building or the expansion to an existing building)

### Construction Cost Index Approach:

To justify the eligible projected construction cost estimate for new construction, applicants shall complete the following:

1) January 2002 current costs per square foot:

- A. For new facilities: \$202 /SF  
B. For square footage added to an existing building, i.e. "expansions": \$238 /SF

Multiply the appropriate County Locality Adjustment Factor (2B) by the appropriate new cost per square foot figure (2C) (See section 20436 (c) (1) to obtain the "Locally Adjusted Construction Cost per Square Foot" figure (2D):

2) A. County: > Alameda County Locality Adjustment Factor: > 1.15 X Appropriate New Cost/SF: > \$202 /SF = D. > \$ 232 /SF  
(Select: 1A or 1B)  
Name of Project County

Example: Solano 1.07 X \$202/SF = \$216/SF

3) A. Locally Adjusted Construction Cost Per Square Foot: > \$ 232 / SF  
(Re-enter Line 2D)

The "Locally Adjusted Construction Cost per Square Foot" (3A) figure may be increased by 1/5 percent per month for each month from January 1, 2002, through to the estimated mid-point of construction of the project.

Multiply the number of months (4A) times .002 (1/5%) to get an inflation factor (4B). Multiply the inflation factor (4B) times the "Locally Adjusted Construction Cost per Square Foot" figure (4C) to get an "Additional Cost per Square Foot" figure (4D):

4) A. Number of Months: > 23 X .002 = B. Inflation Factor: > .046 X C. Locally Adjusted Construction \$/SF: > \$232 /SF = D. Additional \$/SF: > \$11 /SF  
(1/5%) (Re-enter 3A)

Example: 14 X .002 = .028 X \$216/SF = \$6/SF

Add the resulting "Additional Cost per Square Foot" figure (5A) to the "Locally Adjusted Construction Cost per Square Foot" figure (5B) to get the "Eligible Projected Construction Cost per Square Foot" figure (5C):

5) A. Additional Cost/SF: > \$11 /SF + B. Locally Adjusted Construction \$/SF: > \$232 /SF = C. Eligible Projected Construction \$/SF: > \$243 /SF  
(Re-enter 4D) (Re-enter 4C)

Example: \$6/SF + \$216/SF = \$222/SF

The total "Eligible Projected Construction Cost" for the project is calculated by multiplying the "Eligible Projected Construction Cost per Square Foot" figure (5C) by the total number of square feet of new construction:

6) The Eligible Projected Construction \$/SF: > \$ 243 /SF  
Multiplied By (Re-enter 5C)  
7) The Square Footage of New Construction: > 9,500 SF  
Equals  
8) The Eligible Projected Construction Cost: > \$ 2,310,000

If the projected construction cost estimated by the project architect is lower than the figure in Line 8, the applicant shall use the lower figure as the normal public construction cost in the applicant's area.

A 10% project contingency amount is allowed and is calculated by multiplying the total Eligible Projected Construction Cost by 10%:

9) Eligible Contingency: (10% of Line 8) > \$ 231,000

## Comparable Public Construction Approach:

As an alternate to the Construction Cost Index approach to estimating normal construction costs in the applicant's area, the applicant may employ a local public construction cost comparison approach to calculate the Eligible Projected Construction Cost figure. [See section 20436 (c)(3)] List a minimum of three comparable public construction projects that have been bid within the applicant's County within three years of the Board's deadline for application.

Comparable public construction projects are public libraries, community colleges, post offices, museums, courthouses, city halls, auditoriums, convention centers, civic centers, senior citizen centers, public schools, and recreation centers.

The costs listed shall be for construction of the building only and exclusive of any site acquisition, demolition, development, utilities, or landscaping; surface and under building parking; works of art; shelving; furniture; built-in service desks, counters, workstations, or other casework; movable equipment; or architectural and engineering fees.

Project	Date Bid	Construction Cost/SF	Example
A. > n/a		\$ ____ /SF	\$230 /SF
B. >		\$ ____ /SF	\$240 /SF
C. >		\$ ____ /SF	\$220 /SF
D. >		\$ ____ /SF	
E. TOTAL		> \$ ____ /SF	\$660 /SF

10) Locally Determined Comparable Cost Per Square Foot (\$/SF):

$$\begin{array}{ccccccc}
 > \$ \text{ ____ } / \text{SF} & \text{Divided by} & > \text{ ____ } & = & > \$ \text{ ____ } / \text{SF} \\
 \text{Re-enter Line E} & & \# \text{ of Projects} & & \text{Locally Determined Comparable} \\
 & & & & \text{Cost per Square Foot}
 \end{array}$$

Example: \$660/SF Divided by 3 = \$220/SF

The "Locally Determined Comparable Cost per Square Foot" (10) figure may be increased by 1/5 percent per month for each month from January 1, 2002, through to the estimated mid-point of construction of the project.

Multiply the number of months (11A) times .002 (1/5%) to get an inflation factor (11B). Multiply the inflation factor (11B) times the "Locally Determined Comparable Cost per Square Foot" figure (11C) to get the "Additional Cost per Square Foot" figure (11D):

$$\begin{array}{ccccccc}
 \text{11) A. of Months: } > \text{ ____ } & \times .002 & = & \text{B. Factor: } > \text{ ____ } & \times & \text{C. Comparable } \$/\text{SF: } > \$ \text{ ____ } / \text{SF} & = & \text{D. } > \$ \text{ ____ } / \text{SF} \\
 & (1 / 5\%) & & & & & \text{(Re-enter 10)} & & 
 \end{array}$$

Example: 14 X .002 = .028 X \$220/SF = \$6/SF

Adding the resulting "Additional Cost per Square Foot" figure (12A) to the "Locally Determined Construction Cost per Square Foot" figure (12B) gives the "Eligible Projected Construction Cost per Square Foot" figure (12C):

$$\begin{array}{ccccccc}
 \text{12) A. Cost/SF: } > \$ \text{ ____ } / \text{SF} & + & \text{B. Construction } \$/\text{SF: } > \$ \text{ ____ } / \text{SF} & = & \text{Eligible Projected} \\
 \text{(Re-enter 11D)} & & \text{(Re-enter 11C)} & & \text{C. Construction } \$/\text{SF: } > \$ \text{ ____ } / \text{SF}
 \end{array}$$

Example: \$6/SF + \$220/SF = \$226/SF

The "Eligible Projected Construction Cost" is calculated by multiplying the "Eligible Projected Construction Cost per Square Foot" figure (12C) times the square footage of new construction:

$$\begin{array}{ll}
 \text{13) The Eligible Projected Construction } \$/\text{SF:} & > \$ \text{ ____ } / \text{SF} \\
 \text{Multiplied By} & \text{(Re-enter 12C)} \\
 \text{14) The Square Footage of New Construction:} & > \text{ ____ } \text{ SF} \\
 \text{Equals} & \\
 \text{15) The Eligible Projected Construction Cost:} & > \$ \text{ ____ }
 \end{array}$$

If the projected construction cost estimated by the project architect is lower than the figure in Line 15, the applicant shall use the lower figure as the normal public construction cost in the applicant's area.

A 10% project contingency amount is allowed and is calculated by multiplying the total Eligible Projected Construction Cost by 10%:

$$\text{16) Eligible Contingency: (10\% of Line 15)} \quad > \$ \text{ ____ }$$



**Library Project Budget** (All projects except Multipurpose Projects)*If there are no costs in any line item below for the project, specify by putting a zero "0" in the blank provided.*

<b>Line Items:</b>	<b>Eligible</b>	<b>Ineligible</b>
1) New Construction.....>	\$ 2,310,000	\$ 0
2) Remodeling Construction.....>	\$ 0	\$ 0
3) Contingency.....>	\$ 231,000	\$ 0
4) Appraised Value of Building.....>	\$ 0	\$ 0
5) Appraised Value of Land.....>	\$ 930,000	\$ 0
6) Site Development.....>	\$ 428,128	\$ 0
7) Site Demolition.....>	\$ 76,603	\$ 0
8) Site Permits & Fees.....>	\$ 26,004	\$ 0
9) Site Option to Purchase Agreement.....>	\$ 0	\$ 0
10) Furnishings & Equipment Costs.....>	\$ 500,000	\$ 0
11) Signage.....>	\$ 27,500	\$ 0
12) Architectural & Engineering Fees.....>	\$ 507,925	\$ 0
13) Construction Cost Estimator Fees.....>	\$ 25,688	\$ 0
14) Interior Designer Fees.....>	\$ 115,625	\$ 0
15) Geotechnical/Geohazard Reports.....>	\$ 37,500	\$ 0
16) Hazardous Materials Consultant Fees.....>	\$ 50,000	\$ 0
17) Energy Audit, Structural Engineering, Feasibility & ADA Studies.....>	\$ 0	\$ 0
18) Library Consultant Fee.....>	\$ 10,000	\$ 0
19) Construction/Project Management.....>	\$ 246,087	\$ 0
20) Other Professional Fees.....>	\$ 0	\$ 0
21) Local Project Administration Costs.....>	\$ 344,522	\$ 0
22) Works of Art.....>	\$ 0	\$ 2,500
23) Relocation Costs & Moving Costs.....>	\$ 5,518	\$ 0
24) Acquisition of Library Materials.....>	\$ 0	\$ 60,000
25) Other (Specify):.....>	\$ 0	\$ 0
26) Other (Specify):.....>	\$ 0	\$ 0
27) Other (Specify):.....>	\$ 0	\$ 0
28) TOTAL PROJECT COSTS:.....>	\$ 5,872,100	\$ 62,500

**Sources of Project Revenue** (All projects except Multipurpose Projects)

29) State Matching Funds (65% of Line 28 <sup>1</sup> Eligible Costs) .....	>	\$ 3,816,865
30) Local Matching Funds (Line 28 Eligible Costs minus Line 29) .....	>	\$ 2,055,235
<i>[Must also equal the total of Lines 31 – 35]</i>		

**Sources of Local Matching Funds:**

31) City .....	>	\$ 2,055,235
32) County .....	>	\$ 0
33) Special District .....	>	\$ 0
34) Private .....	>	\$ 0
35) Other (Specify): .....	>	\$ 0
36) Local Credits [Land <sup>2</sup> and A&E Fees] .....	>	\$ 1,011,690
37) Adjusted Local Match [Line 30 minus Line 36] .....	>	\$ 1,043,545
38) Supplemental Local Funds [Same as Line 28 ineligible] .....	>	\$ 62,500
39) TOTAL PROJECT INCOME: [Add Lines 29, 30, and 38] .....	>	\$ 5,934,600

<sup>1</sup> Up to a maximum of \$20,000,000<sup>2</sup> Land credit is not allowed for land acquired by funds from the "Class Size Reduction Kindergarten-University Public Education Facilities Bond Act of 1998"  
[See Education Code section 19995 (c) which references Part 68 (commencing with section 100400 of the Education Code)]**Projected Library Operating Budget**(New Public Libraries, including Conversion Projects except Multipurpose Projects)

<u>EXPENDITURES</u>	INITIAL START-UP EXPENSES	ANNUAL EXPENSES
1. Salaries/Benefits .....	> \$ 64,000	\$ 402,414
2. Facilities Costs .....	> \$ 2,000	\$ 76,150
Insurance		
Maintenance [Including Custodial, Trash, Landscaping, etc.]		
Security		
Utilities		
Other (Specify): .....		
3. Equipment & Supplies Costs .....	> \$ 15,000	\$ 13,820
Equipment		
Supplies		
4. Materials .....	> \$ 68,000	\$ 60,000
Books, AV, Magazines, & Newspapers		
Electronic Services & Subscriptions		
Other Formats		
5. Other Allocations (As applicable to the proposed project) .....	> \$ 33,000	\$ 24,542
Administrative/Business Office		
Branch Operations		
Circulation Services		
Facilities & Capital Coordination		
Program Planning		
Technical Services		
Other (Specify): Software Licenses .....		
6. Miscellaneous (Other) .....	> \$ 3,300	\$ 4,000
7. TOTAL EXPENDITURES: .....	> \$ 185,300	\$ 580,926

# **Multipurpose Project Budget (With Library Project Budget)** (Multipurpose Projects Only)

*If there are no costs in any line item below for the project, specify by putting a zero "0" in the blank space provided.*

Line Items:	A Library <sup>1</sup> Dedicated Eligible	B Library Portion of Common Eligible	C Library Total Eligible	D Library Total Ineligible	E Other <sup>2</sup> Total Ineligible
1. New Construction	\$	\$	\$	\$	\$
2. Remodeling Construction	\$	\$	\$	\$	\$
3. Contingency	\$	\$	\$	\$	\$
4. Appraised Value of Building	\$	\$	\$	\$	\$
5. Appraised Value of Land	\$	\$	\$	\$	\$
6. Site Development	\$	\$	\$	\$	\$
7. Site Demolition	\$	\$	\$	\$	\$
8. Site Permits & Fees	\$	\$	\$	\$	\$
9. Site Option Agreement	\$	\$	\$	\$	\$
10. Furnishings & Equipment Costs	\$	\$	\$	\$	\$
11. Signage	\$	\$	\$	\$	\$
12. Architectural & Engineering Fees	\$	\$	\$	\$	\$
13. Construction Cost Estimator Fees	\$	\$	\$	\$	\$
14. Interior Designer Fees	\$	\$	\$	\$	\$
15. Geotechnical/Geohazard Reports	\$	\$	\$	\$	\$
16. Hazardous Materials Consultant Fees	\$	\$	\$	\$	\$
17. Energy Audit, Structural, ADA, & Engineering Feasibility Studies	\$	\$	\$	\$	\$
18. Library Consultant Fees	\$	\$	\$	\$	\$
19. Construction/Project Management	\$	\$	\$	\$	\$
20. Other Professional Fees	\$	\$	\$	\$	\$
21. Local Project Administration Costs	\$	\$	\$	\$	\$
22. Works of Art	\$	\$	\$	\$	\$
23. Relocation Costs & Moving Costs	\$	\$	\$	\$	\$
24. Acquisition of Library Materials	\$	\$	\$	\$	\$
25. Other (Specify): _____	\$	\$	\$	\$	\$
26. Total Project Costs:	\$0	\$0	\$0	\$0	\$0

<sup>1</sup> Library means that portion of the project that provides space for the delivery and support of public library direct services, including joint use school library services (co-location or joint venture).

<sup>2</sup> "Other" uses means any other space that does not provide for the delivery and support of public library direct services.

**Sources of Multipurpose Project Revenue** (Multipurpose Projects Only)

27.	State Matching Funds (65% of Line 26 Eligible Costs <sup>1</sup> ) .....	>	\$ 0
28.	Local Matching Funds .....	>	\$ 0
<i>[Column C, Line 26 minus Line 27. Must also equal the total of Lines 29 – 33]</i>			
<b>Sources of Local Matching Funds:</b>			
29.	City .....	>	\$ 0
30.	County .....	>	\$ 0
31.	Special District .....	>	\$ 0
32.	Private .....	>	\$ 0
33.	Other (Specify): .....	>	\$ 0
34.	Local Credits [Land <sup>2</sup> and A&E Fees] .....	>	\$ 0
35.	Adjusted Local Match [Line 28 minus Line 34] .....	>	\$ 0
36.	Supplemental Local Funds] .....	>	\$ 0
<i>(Same as Line 26 Library (D) and Other (E) Total Ineligible)</i>			
37.	<b>TOTAL PROJECT INCOME:</b> [Add Lines 27, 28, and 36] .....	>	\$ 0

<sup>1</sup> Up to a maximum of \$20,000,000<sup>2</sup> Land credit is not allowed for land acquired by funds from the "Class Size Reduction Kindergarten-University Public Education Facilities Bond Act of 1998"  
[See Education Code section 19995 (c) which references Part 68 (commencing with section 100400 of the Education Code)]**Projected Library Operating Budget** (Multipurpose New Construction and Conversion Projects Only)

<u>EXPENDITURES</u>		<u>INITIAL START-UP EXPENSES</u>	<u>ANNUAL EXPENSES</u>
1. Salaries/Benefits	>	\$	\$
2. Facilities Costs	>	\$	\$
Insurance			
Maintenance (Including Custodial, Trash, Landscaping, etc.)			
Security			
Utilities			
Other (Specify): .....			
3. Equipment & Supplies Costs	>	\$	\$
Equipment			
Supplies			
4. Materials	>	\$	\$
Books, AV, Magazines, & Newspapers			
Electronic Services & Subscriptions			
Other Formats			
5. Other Allocations (As applicable to the proposed project)	>	\$	\$
Administrative/Business Office			
Branch Operations			
Circulation Services			
Facilities & Capital Coordination			
Program Planning			
Technical Services			
Other (Specify): .....			
6. Miscellaneous (Other)	>	\$	\$
7. TOTAL EXPENDITURES:	>	\$0	\$0

## Financial Capacity *(New Construction and Conversion Projects Only)*

Applicants with new public library projects shall describe their financial capacity to open and maintain operation of the proposed library including anticipated revenue sources for library operations support.

**Anticipated Revenue.** A portion of City General Fund discretionary revenues of \$64.4 million will pay for the new Manor Branch opening and ongoing operation costs. In the proposed FY 2002-03 City budget, \$5.1 million (or 8%) of estimated General Fund revenues from taxes, fees, interest, and other discretionary sources are designated for Library Services. These funds support the general operating expenses of the Main Library and three branch libraries, including the existing Manor Branch. An additional \$750,000 is proposed to be allocated to the Manor Branch capital improvements program. A portion of these funds will be used to meet the 35% matching requirement of the State Library Bond Act grant program. The balance of the City's matching requirement for the Manor Branch project will be appropriated from capital improvement reserves.

**Ongoing Funding.** The City believes sound management of all its resources ensures fiscal stability and mindfulness of the need to balance current and future needs. The City has provided operational funding for the existing Manor Branch on an ongoing basis for the past 35 years. The City has a long history of spending at least 7% of its General Fund budget on library services. In 2001-02, \$4.9 million or 8% of the General Fund was spent on library services. The Proposed 2002-03 Budget is a conservative spending plan that balances the delivery of current City services with additional programs in response to Council policy direction and maintains contingency reserve funds for times of economic uncertainty.

**Other Circumstances.** The City has been fortunate to avoid the major revenue shortfalls that have been experienced by neighboring cities. The mild impact of the current recession on City revenues is attributed to a stable industrial base, the success of an Auto Mall, increasing real estate values and a retail base anchored by major "big box" stores. The City's financial position has been recognized by an A+ credit rating from Standard and Poor's Rating Service. The overall fiscal condition of the City will ensure continued support of library services for this community.

**Fundraising Plans.** The City continues to work with a federal liaison to identify and secure grants for City projects. The library also has received significant support from the Friends of the San Leandro Library and the San Leandro Public Library Foundation, two nonprofit organizations dedicated to improving library services. These organizations raised significant private funds for the expansion, renovation and seismic retrofit work on the Main Library. It is anticipated that financial support from the community and these nonprofits will be available to assist the City with the new Manor Community Branch Library.

## PROJECT TIMETABLE

### Provide the timetable for the proposed project.

Show estimated dates of completion for future activities, as well as actual dates for activities already completed.

<u>ACTIVITY</u>	<u>DATE</u>
1. Planning and Land Use Permits Obtained (If Applicable)	> <u>05/07/02</u>
2. Site Acquired (Obtain possession by Purchase, Donation or Lease)	> <u>09/16/98</u>
3. Schematic Plans Completion	> <u>05/15/02</u>
4. Design Development Plans Completion	> <u>11/15/02</u>
5. Working Drawings (90%) Completion	> <u>01/15/03</u>
6. Construction Documents Completion	> <u>04/01/03</u>
7. Project Advertised for Bids	> <u>04/15/03</u>
8. Start of Construction	> <u>07/15/03</u>
9. Estimated Mid-Point of Construction	> <u>12/15/03</u>
10. Completion of Construction	> <u>05/15/04</u>
11. Opening of Library Building to the Public	> <u>07/15/04</u>
12. Final Fiscal & Program Compliance Review Completed	> <u>07/15/04</u>

# APPLICATION CERTIFICATION

## SIGNATURES

The parties below attest to and certify the accuracy and truthfulness of the application for California Reading and Literacy Improvement and Public Library Construction and Renovation Bond Act of 2000 funds. If the application is successful, the applicant agrees to execute the project on the basis of the application data provided herein including all supporting documents.

### AUTHORIZED OFFICIAL OF THE APPLICANT JURISDICTION

Signature of Mayor, Chairperson of Board of Supervisors, or Head of District, authorized to make application for the local jurisdiction.

>   
Signature

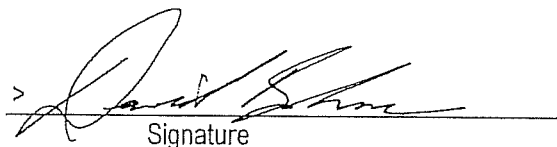
> 6-11-02  
Date

> Shelia Young  
Name (type)

> Mayor, City of San Leandro  
Title (type)

### LIBRARY DIRECTOR OF THE OPERATING LIBRARY JURISDICTION

I hereby affirm that the library jurisdiction, for which I am the administrative agent, approves of the application and will operate the facility as a public library after its completion.

>   
Signature

> June 10, 2002  
Date

> David Bohne  
Name (type)

> Director of Library Services  
Title (type)

- SUBMIT COMPLETED APPLICATION FORM AND SUPPORTING DOCUMENTS ACCORDING TO INSTRUCTIONS IN SECTION 20440
- MAIL APPLICATION AND SUPPORTING DOCUMENTS TO:

Bond Act Fiscal Officer  
Office of Library Construction  
1029 J Street, Suite 400  
Sacramento, CA 95814-2825